*Updated 3.10.2026*

# Someone who <u>does not</u> live in Delaware County would like a library card.

Do they work or study in Delaware County?

**NO**

Do they have a library card from their home library with them?

**NO**

Unfortunately they may not get a free card today, but, where available, may purchase a nonresident card which is valid only at the issuing library.

**YES**

Does it have an AccessPA sticker/logo?

**NO**

Unfortunately they may not get a free card today, but, where available, may purchase a nonresident card which is valid only at the issuing library.

**YES**

Good news! They're eligible for a DCL account.

Add them to the database and use their home library card/barcode in place of issuing a physical DCL card.

**YES**

They **study** here - verified by school ID, report card, or similar.

Good news! They're eligible for a DCL card with full access.
**Where do they live?**

**@ HOME**
Create their account:
PTYPE = Temporary
PCODE3 = **school** address
CARD AT = **school** address
ADDRESS = **home** address
ADDRESS2 = **school** address*

**use main school/university mailing address*

**@ SCHOOL**
Create their account:
PTYPE = Temporary
PCODE3 = **school** address
CARD AT = **school** address
ADDRESS = **school** address
ADDRESS2 = **home** address

Add a NOTE, Example =
*ATTENDS VILLANOVA AL/DE 3/10/26*

**YES**

They **work** here - verified by work ID, paystub, etc.

Good news!
They're eligible for a DCL card with full access.

Create their account:
PTYPE = Temporary
PCODE3 = **work** address
CARD AT = **work** address
ADDRESS = **home** address
ADDRESS2 = **work** address

Change expiration manually to 1 year; no AccessPA sticker

DELAWARE COUNTY LIBRARIES

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